

MINUTES

VIRGINIA SMALL BUSINESS ADVISORY BOARD

November 13, 2006 – 10:00 A.M.

707 East Main Street, 3rd Floor, Board Room
Richmond, Virginia

- I. Members present: Dr. A. Carole Pratt (Chairwoman), Mr. Prescott Sherrod, Mr. Robert B. Nealon, Mr. Frank J. Smith, Mr. Bernard E. Robinson, Mr. Gary W. Taylor, Mr. Douglas M. Adams, Ms. Louisa Strayhorn (Ex-Officio), Mr. Ronald E. Bew (Ex-Officio)

Guests present: Mr. Wayne Waldrop, Ms. Elizabeth Moran, Preston Wilhelm, Ms. Carolyn Conlon, Mr. Will Vehrs, Ms. Barbara Anderson

Members not present: Mr. Willard C. (Billy) Thompson, Ms. Janeen S. Welsh, Ms. Francine DeFerreire Kemp, Mr. Carlos M. Brown, Ms. Gena Thompson Burr, Mr. Andrew Brownstein (Ex-Officio)

- II. Welcome and Market Updates by Board Members - Chairwoman Pratt called the meeting to order. Board members presented market updates. Topics summarized included:
- The Virginia Beach Minority Business Council Expo - largest turnout with over 350 small businesses.
 - Legislative Mixer – State delegates to serve on panels. Small businesses to network.
 - New River Valley – Volvo/Mack Truck layoff coming – 1,000 people.
 - VA Tech Partners Programs.

- III. Secretary of Commerce and Trade Update – Ms. Louisa Strayhorn for Mr. David Smith, Deputy Secretary

The Governor's legislative agenda is currently under development. The Strategic Plan is online. The link will be sent to the Board members who were asked to review the Plan and report omissions at next meeting. Ms. Strayhorn stated Workforce development is an issue – how it will be handled and budgetary needs.

- IV. Director's Report – Ms. Louisa Strayhorn

Ms. Strayhorn discussed the success of the Commerce and Trade Procurement event on November 8, 2006. There were over 500 registrants at this matchmaking event, and agencies came back with actual contracts for many people. The Virginia Department of Business Assistance was asked to assist other Secretariats with their procurement events. Ms. Strayhorn also mentioned additional success stories with the Entrepreneur workshops in Southwest Virginia, the Financial Forum matchmaking event at UVA and custom designed programs for procurement statewide. Ms. Strayhorn asked the Board to review the Manufacturing Plan for discussion at the next meeting.

Ms. Elizabeth Moran will set up training for the Board members so they may assist in educating legislators about issues important to the Board and VDBA.

V. Marketing Report – Mr. Will Vehrs and Ms. Carolyn Conlon for Lynda Sharp Anderson, Deputy Director

Mr. Vehrs stated the agency's Marketing Plan was assigned to Ms. Sharp Anderson and Team. The SWaM firm of Thomas Wright & Associates provided a survey to gain the staff's input, and on September 21, the Plan was unveiled. VDBA will become part of the official Plan.

Ms. Conlon shared the new VDBA logo, which will replace the present logo after the holidays. Department signage, letterhead, brochures, business cards, etc., depict the new logo, and marketing results will be measured.

VI. Wayne Waldrop – Director, Existing Business Services

Mr. Waldrop stated there have been 30 procurement events so far this year, and the calendar is growing for next year. The Entrepreneur Express events, primarily in Southwest Virginia, encourage people to start their own business and have been extremely successful. The Small Business Advisory Board can assist in promoting events in their areas. Mr. Waldrop will send event updates to Board members.

VII. Preston Wilhelm – Director, Workforce Services

Mr. Wilhelm stated the Workforce Services program has been in existence since 1965. It began with the Community College System and the Department of Economic Development as an economic development incentive program. Last year, Workforce Services projects totaled 575. Workforce Services assists economic development organizations across the state to deliver specialized training. Mr. Wilhelm took questions from the Board at the close of his presentation.

VIII. Bob Nealon – Subgroup Report – Healthcare

Mr. Nealon distributed a copy of his proposal to the Board members. A discussion ensued regarding next steps. Chairwoman Pratt suggested the report be sent to the Governor's Policy office as more direct route. Mr. Nealon motioned to proceed with submission of report to Governor's appropriate staff person, and a vote was taken. Vote: In favor all; Opposed: None.

Ms. Moran stated the Governor appointed a Commission on Healthcare. She will keep the Board apprised.

IX. Approval of Minutes

Chairwoman Pratt asked for approval of the Minutes from the May 8, 2006 meeting. Mr. Smith moved to accept as written; seconded by Mr. Robinson. Minutes approved as written. Move to accept as written the Minutes from the September 11, 2006 meeting by Mr. Sherrod; seconded. Minutes approved as written.

Chairwoman Pratt asked for approval of Proposed Meeting Dates for 2007 – Monday, February 12; Monday, May 14; Monday, August 13 and Monday, November 5. Mr. Robinson set forth motion to approve; Mr. Nealon seconded. Proposed meeting dates for 2007 approved.

X. Remarks – Chairwoman Pratt

Chairwoman Pratt announced that Ms. Elizabeth Moran would provide legislative training, to be scheduled, on how to help educate legislators on our issues.

XII. Next Meeting – The date of the next meeting of the Board was set for Monday, February 12, 2007. Discussions will include the Manufacturing Summit.

X. Adjourn – There being no other business, the meeting was formally adjourned.

XI. Conflict of Interest/Procurement Act – Video Training.

Respectfully submitted,

Barbara Anderson
SBAB Secretary